

[Date]

[Name of Recipient]

[Title/Position]

[Organization Name]

[Address]

Subject: Formal Approval of the [Year] Capital Plan

Dear [Name],

This letter serves as official notification that the Board of Directors of [Company Name] met on [Date of Meeting] to review the proposed Capital Plan for the period of [Start Date] to [End Date].

Following a comprehensive review of the projected expenditures, strategic alignment, and financial impact, the Board has formally voted to approve the Capital Plan as presented. The approved budget for this plan is set at \$[Amount].

The Board authorizes the executive team to proceed with the implementation of the projects and acquisitions outlined in the plan, subject to the following conditions:

- Adherence to the quarterly budget reporting schedule.
- Compliance with all internal procurement and governance policies.
- Board notification of any single expenditure exceeding [Threshold Amount].

We look forward to receiving regular progress updates regarding the execution of these capital initiatives.

Sincerely,

[Signature]

[Name of Board Chair/Secretary]

Chair of the Board of Directors

[Company Name]